Chapter 4: Juror Selection

Accessing the Jury Selection Menu
This section contains general instructions for accessing the Jury Selection Menu.

These sections contain an overview, detailed accessing instructions and field definitions for each of the jury selection options.

  -Select Jurors from Jury List
  -Questionnaire Mailing
  -Select Jurors for Term
  -Select Jurors for Panel
  -Summons Mailing
  -Update Service/Seat Assignment
  -Roll Call for Panel
  -Work with Terms
  -Work with Panels
  -Work with Cases
  -Work with Years
  -System Functions

Chapter Four -- Juror Selection Menu

ACCESSING JUROR SELECTION SCREENS

Overview

The Jury Selection Menu (Figure 10) contains options to assist in the creation of terms, panels, and juries. The definitions of the terms, panels and cases are set up, as well as the actual selection of jurors. A variety of reports, labels and letters can also be created from this menu.

```
SELECTION                Juror Selection Menu
Level . :   2
                                                    System:    OSMLANS
Select one of the following:

                    1. Select Jurors from Jury List
                    2. Questionnaire Mailing
                    3. Select Jurors for Term
                    4. Select Jurors for Panel
                    5. Summons Mailing
                    6. Update Service/Seat Assignment
                    7. Roll Call for Panel

                    10. Work with Terms
                    11. Work with Panels
                    12. Work with Cases
                    13. Work with Years
                    80. System Functions
                    90. Sign Off

                                                        Bottom
Selection or command
===>
```

Figure 10. Juror Selection Menu

The Juror Selection Menu   The Juror Selection menu displays when option **10** is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the "Selection or command" line and pressing **[ENTER]**.

To access any of the Juror Selection Menu options, type the option number on the Selection or command line and press **[ENTER]**.

SELECT JURORS FROM JURY LIST

<u>Overview</u>

The Select Jurors from Jury List option is used to add jurors from the Department of State Jury List to the Jury System. This needs to be done after the jury list CD is loaded from the Tape Processing Menu. This option can also be run later if the initial number of jurors requested was not enough and additional jurors are necessary.

The jury list (CD) consists of all county residents 18 years of age and over who possess a driver's license number. The tape is applied to the AS400.

If your county prefers periodic questionnaire mailings, use this option to select the desired portion of jurors from the jury list before running the Questionnaire Mailing option. After a second or subsequent request, a warning message will display to allow the user to exit or continue the selection process

NOTE: If your court receives a list of jurors from another computer system, **DO NOT** use this option. Use the Select Juror from Jury List option on the Tape Processing Menu.

```
JYJ0PVK   ENTER                                                    5/11/04   11:26:37
                                  Select Jurors from Jury List

 County: 80  VANBUREN COUNTY


                          Jury Year:   _____

                    Number Selected:   _____

                        Edit Listing:          Report of Jury List Selection Activity

                       List (1-4):  _        Sequence (A/N/B):  _        Spacing (1-3):  _

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

                   Previously Selected:
                     Number of Jurors:


                          Key Number:        0
                      Random Number:         0



 F3=Exit   F4=Prompt
```

Field Definitions

+JURY YEAR	Type the jury year of the jury list from which to select names.
NUMBER SELECTED	Type the desired number of jurors for your questionnaire mailing. Press **[ENTER]**.
EDIT LISTING	Notation to remind the clerk a report of jury list selection activity will automatically print once the Select Jurors from Jury List process is complete.
LIST (1-4)	Enter the number of lists desired.

SEQUENCE (A/N/B)	Enter A for an alphabetical listing, N for a numerical listing or B for one of each.
SPACING (1-3)	Enter the number for the desired spacing on the report. 1 = single spaced, 2 = double spaced and 3= triple spaced.
PREVIOUSLY SELECTED	The number of jurors previously selected with this option for the selected jury year.
NUMBER OF JURORS	The total number of jurors loaded from the jury list tape for the selected year.
KEY NUMBER	Derived from (number of jurors - previously selected) /number selected.
RANDOM NUMBER	A random number from 1 through the key number. The key number and random number are used to select jurors randomly from the juror list base on Statutes 600.1311 (key number determination) and 600.1312 (key number application).

The court/jury board determines the number of jurors needed for the year based on the number of jury trials. The key number is the number of jurors divided by the number selected. The system picks a random number from 1-9. The jurors are then selected by starting with the random number and choosing every Nth record (key #). The list from Department of State is random and then the list of jurors selected is random.

```
 JYJ0PVK    ENTER
                                                             5/11/04    11:26:37

             Select Jurors from Jury List

  County: 80  VANBUREN COUNTY


                          Jury Year:   2004/05

                    Number Selected:   3500

                      Edit Listing:          Report of Jury List Selection Activity

                    List (1-4):  1     Sequence (A/N/B):  N      Spacing (1-3):  2

 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

            Previously Selected:
              Number of Jurors:  52,348


                  Key Number:            15
               Random Number:             5



  F3=Exit   F4=Prompt                                           CONFIRM: Y (Y/N)
```

Select Jurors from Jury List screen

Press **[ENTER]** or **Y** to confirm and continue processing. Press **N** if you do not want to continue.

Selected jurors will be added to the jury system. A new juror record will be created with NEW status. A name record will be created or the address will be updated. An event will be added indicating when the juror was added to the system.

Exceptions and comments will be noted on the Jury List Edit Report.

```
JYJXPFK                                    Jury List Edit Report                           5/11/04  11:39:33
GLEN

County: 76  SANILAC COUNTY                          Year: 2004/05

Name                    Address                 City          Zip      DLN/PIN          Explanation
DOE,JOHN,J              1111 WALKER RD          ANYTOWN       44444    C565656565656    ADDRESS UPDATED
DOE,JANE,K              2222 MCMORRAN           ANYTOWN       44444    C222333444555    PERM EXCUSED - NOT ADDED
SMITH,JOHN              3333 N LAKESHORE RD     ANYTOWN       44444    C999888777666    JUROR EXISTS - NOT ADDED




Count:          3

** END OF REPORT **
```

Juror List Edit Report

Juror names will appear on the Jury List Edit Report for one of three reasons.

> 1) JUROR EXISTS - NOT ADDED. Based on the driver's license number, a name on the Department of State Jury List already has a juror record for the specified county and jury year. A juror record was not added for this name and the address was not updated.
>
> 2) ADDRESS UPDATED. Based on the driver's license number, a name on the Department of State Jury List matched a name in the jury system. The address was updated and juror record has been created.
>
> 3) PERMANENTLY EXCUSED - NOT ADDED. Based on the driver's license number, a name on the Department of State Jury List matched a name in the Jury System. The name in the Jury System had been permanently excused. A juror record was not added for this name and the address was not updated.

QUESTIONNAIRE MAILING

Overview

The Questionnaire Mailing option is used to print juror information over a pre-printed questionnaire form or to create labels for mailing the Juror Qualification Questionnaire and Juror Personal History Questionnaire forms to jurors and for creating the first juror list. Jurors that have a status of permanently excused will not be selected for this process. Upon completion of this process the status of the selected jurors will be "QST" (Questionnaire Mailed).

Accessing the Screen   To access the Questionnaire Mailing screen (Figure 11) type **1** in the Selection or command line and press **[ENTER]**.

```
 JYDMPVK   ENTER                                          5/14/04 10:38:10
                             Questionnaire Mailing


 County: 76  SANILAC COUNTY




          Jury Year:  _____

    Continuous Labels (1-4): _  Sequence (A/N/B): _    Barcodes: N
         Laser Labels (1-4): _  Sequence (A/N/B): _    Barcodes: Y    Label #: _
              Mailer (Y/N): _   Sequence (A/N)  : _    Barcodes: N
      Qualification Qst (Y/N):_  Sequence (A/N)  : _    Barcodes: Y
  Personal History Qst (Y/N): _




  F3=Exit   F4=Prompt     F21=Print Sample Mailer      F22=Print Sample QSTs
```

Figure 11. Questionnaire Mailing Screen

Field Definitions   The Questionnaire Labels and List are selected by typing information in the following fields:

            JUROR YEAR   Type the appropriate jury year of the jurors to receive the questionnaire.

CONTINUOUS LABELS(1-4)	Type 1, 2, 3, or 4 for the number of copies of labels needed. Labels required are 1 up, 1" x 4". Leave blank if continuous labels are not needed. Alignment of the labels can be tested using the Print Request Labels option on the Report Menu.
SEQUENCE (A/N/B)	Type **A** to print the labels in alphabetic order. Type **N** to print the labels in numeric order by system number. Type **B** to print two sets of labels, one in alphabetic the other in numeric.
BARCODES	Enter **Y** to print system number with bar codes or **N** to print system number without bar codes. This field defaults to **Y** if user's printer is set up for bar code printing.
LASER (Y/N)	Enter **Y** when printing laser labels for the questionnaire mailing or **N** when not printing laser labels. Required labels are 2 up sheet feed, 20 per page, equal to Avery 5161.
SEQUENCE (A/N/B)	Type **A** to print the labels in alphabetic order. Type **N** to print the labels in numeric order by system number. Type **B** to print two sets of labels, one in alphabetic the other in numeric.
BARCODES	Enter **Y** to print system number with bar codes or **N** to print system number without bar codes. This field defaults to **Y** if user's printer is set up for bar code printing.
LABEL #	When using a partial sheet of labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, then top to bottom.
MAILER	Type **Y** to request the questionnaire mailing to print on a pre-printed questionnaire mailer form. The mailer may not be requested if labels are requested. The alignment of the mailer form in the printer can be tested by printing a sample by pressing F21.
SEQUENCE (A/N)	Type **A** to print the mailers in alphabetic order. Type **N** to print the mailers in numeric order by system number.
QUALIFICATION QST (Y/N)	Type **Y** to print the juror information along with the questionnaire form. The mailer may not be requested if SCAO form is requested. However, labels may be requested at the same time the SCAO Form is requested. A sample Qualification Questionnaire can be printed by pressing F21.
SEQUENCE (A/N)	Type **A** to print the SCAO forms in alphabetic order. Type **N** to print the SCAO forms in numeric order by system number.

BARCODES   Enter **Y** to print system number with bar codes or **N** to print system number without bar codes. This field defaults to **Y**.

PERSONAL HISTORY
QST (Y/N)   Type **Y** in this field to print the juror information along with the questionnaire form.

NOTE: Upon selecting a Qualification Questionnaire, the user will be required to enter Y or N for the Personal History Questionnaire. If Y is selected for the Personal History Questionnaire, the A/N sequence will default to the sequence selected for the Qualification Questionnaire. From the Juror List Request screen, the Personal History Questionnaire can be printed with or without the Qualification Questionnaire. If printing the Personal History Questionnaire only, the A/N sequence MUST be selected. When printing both forms simultaneously, the forms will be collated. This is due to most courts not having duplex printing capability. Also, when a sample QST is selected from the Questionnaire Mailing screen, a sample Personal History Questionnaire will print as well as the Qualification Questionnaire.

Label Information   The following fields are contained in the labels:

|||||||||||||||||||||
Juror Number
Name of Juror
Address of Juror
City, State, Zip Code of Juror

SELECT JURORS FOR TERM

Overview

The Selects Juror For Term option is used to assign jurors to a specific term. Jurors with a status of qualified (QLF) will be selected for a defined term for a specific court and location. At the time this option is selected the selected juror records are updated with the court, court number, location number and term ID.

Requirements to be selected:

- must be 18 years of age at the beginning of the term
- must not be temporarily excused within the requested term
- must not have served within the past 12 months
- if court location venues are established, the juror's venue must be within the requested courts jurisdiction

NOTE: It is recommended that second and third class District Courts be processed prior to the other courts.

Accessing the Screen   To access the Select Jurors For Term Screen (Figure 13) type **2** on the Selection or command line and press **[ENTER]**.

```
 JYD5PVK     ENTER                                      3/18/04 15:03:17
                              Select Jurors For Term

 County: 76  Name Sanilac County

                     Juror Year:   2004/05
                          Court:   __ ____ __
                           Term:   ____
             Number of Jurors:     _____

                    List (1-4):   __   Sequence (A/N/B): __ Spacing (1-3): _
                  Certification:   ___



 F3=Exit   F4=Prompt
```

Figure 13. Select Jurors for Term Screen

Field Definitions   To select jurors to be assigned to a specific term and print a term list type information in the following fields:

JUROR YEAR   Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.

COURT	Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2). This field defaults to the Court defined in the user's security record.
+TERM	Type the term to which the jurors will be assigned. **[F4]** can be used in this field to select a previously defined term or to create a new term.
NUMBER OF JURORS	The number of jurors that will be selected to serve for the term.
LIST	Type a number from one through four in this field to indicate how many copies of the list are required. Leave blank if list is not needed.
SEQUENCE (A/N/B)	Type **A** to print the report in alphabetic order. Type **N** to print the report in numeric order. Type **B** to print two reports, one alphabetic the other numeric.
SPACING	Type 1, 2 or 3 to indicate the desired spacing between jurors.
CERTIFICATION	Type a three character letter code in this field to add a certification to the bottom of the list. **[F4]** can be used in this field to select a pre-defined letter.

HOW TO SELECT JURORS FOR TERM

Use the following steps to select jurors for a term:

1.   Take Option 10. Juror Selection Menu from the JIS Jury System menu.

2.   Take Option 3. Select Jurors for Term from the Juror Selection Menu.

3.   The Select Jurors for Term prompt screen will display. Enter information in the following fields.

   A.   Juror Year: the default year as entered in the user's setting, however, a different year can be typed in this field.

B.   Court: type the court, court number, court location (C 24 1) to which selected jurors will be assigned. **[F4]** can be used in this field to prompt for valid court ID's.

C.   Term: type the term ID for the court to which the selected jurors will be assigned. **[F4]** can be used in this field to prompt for valid terms. If the term is not yet defined, it can be created, using the following steps:

1)   When **[F4]** is pressed from this field the Work With Terms screen will display.

2)   Enter the Court ID for the term that is being defined and press **[F6]**. The Edit Term screen will display. Enter the term ID and dates in the fields on this screen and press **[ENTER]**, the new term will be created.

D.   Number of Jurors: type the number of jurors to assign to the term.

E.   List (1-4): type the number of term lists that need to be printed. Indicate which sequence you would like the list printed: Type A to print the list in alphabetic order by juror name. Type N to print the list in numeric order by system number. Type B to print two lists, one in alphabetic order and the other in numeric order. Type 1, 2 or 3 to select the desired spacing between jurors.

F.   Letter (Certification): if a term certification is to be printed at the bottom of this list enter the proper letter code, **[F4]** can be used in this field to prompt for the letter code.

4.   Press **[ENTER]** key and the jurors will be selected for the defined term. The juror records will be updated with the court and term ID they have been assigned to, and the number of lists that were requested will print.

When the information has been entered in the required fields press **[ENTER]** to submit the job.

```
JYFFPFK                                                            7/11/04    13:24:24
TONI                                                                                 1

                                        TERM LIST-NUMBER
 County: 76      Year: 2004/05   Court: C 12 1    TERM: FALL    Panel:

System     Name         Juror# Address       City     Zip      Home         Work        Ext   Prv
Number                                                          Telephone    Telephone         Asn
    17 DOE,JANE                1122 PECK RD ANYTOWN   88888   810-111-1111 810-222-2222  123
    39 DOE,JOHN                123 MAIN ST ANYTOWN    88888   810-333-1111 810-444-4444  456
    50 SMITH,DAN               456 OAK ST ANYTOWN     88888   810-555-5555 810-666-6666  789

Count: 3
```

Figure 14. Term List

Report Information	The Term List (Figure 14) provides the following information:
HEADER INFORMATION	Information at the top of the report includes title of the report, date and time the report was requested; county number, county name, jury year and page number.
SYSTEM #	The original juror number assigned at the time the tape from the Department of State is loaded.
NAME	The name of the juror in the format of last name, first name, middle name.
JUROR#	The sequential number assigned to the juror at the time the juror is selected for a panel. This field will be blank on this report.
ADDRESS	The address of the juror.
CITY	The city where the juror resides.
ZIP	The zip code of the area where the juror resides.
HOME TELEPHONE	The home telephone number of the juror.
WORK TELEPHONE/EXT	The work telephone and extension number of the juror.

PRV ASN   Indicates if the juror was previously assigned to the requested term.

SELECT JURORS FOR PANEL

Overview

The Select Jurors For Panel option is used to assign jurors to a specific panel. A Juror must be assigned to a term before they can be selected for a panel. At the time this option is processed the juror records selected are updated with the Panel ID and Term Number.

Accessing the Screen   To access the Select Jurors For Panel Screen (Figure 15) type **3** in the Selection or command line and press **[ENTER]**.

```
 JYD6PVK    ENTER                                            3/18/04 15:23:30
                              Select Jurors For Panel

  County: 76   Name: Sanilac County


                         Juror Year: 2004/05
                             Court   _ ___ __
                              Term: ____
                             Panel: __
                  Number of Jurors: ____

                     List (1-4): _    Sequence (A/N/B): _ Spacing (1-3): _







 F3=Exit    F4=Prompt
```

Figure 15. Select Jurors For Panel

Field Definitions   To select jurors to be assigned to a specific panel and print a panel list type information in the following fields:

JUROR YEAR   Type the appropriate year from which the juror will be selected. The year will default to the value specified in the users security record.

COURT   Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, C-67-2). This field defaults to the Court defined in the user's security record.

+TERM	Type the term from which jurors are selected. **[F4]** can be used in this field to select a term.
+PANEL	Type the panel to which the jurors will be assigned. **[F4]** can be used in this field to select a previously defined panel or to create a new panel.
NUMBER OF JURORS	The number of jurors required to create the panel.
LIST (1-4)	Type a number from one through four in this field to indicate how many copies of the list are required. Leave blank if List is not needed.
SEQUENCE (A/N/B)	Type **A** to print the report in alphabetic order. Type **N** to print the report in numeric order. Type **B** to print two reports, one alphabetic the other numeric.
SPACING	Type 1, 2 or 3 to select the desired spacing between jurors.

When the information has been entered in the required fields, press **[ENTER]**. A "CONFIRM: Y(Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

```
JYFFPFK                                                      7/11/04   13:43:29
TONI                                                                          1
                               PANEL LIST-NUMBER

  County: 76    Year: 2004/05    Court: C 12 1    Term: FALL     Panel: A

System     Name           Juror# Address      City      Zip       Home        Work          Ext   Prv
Number                                                            Telephone   Telephone            Asn

   14      JONES,JOHN,D       1 123 MAIN      CARSON    88888    810-111-1111 810-222-2222 123
   15      DOE,JOHN           2 123 OAK       CARSON    88888    810-333-3333 810-444-4444 456
   19      JONES,PAM          3 123 MAPLE     CARSON    88888    810-555-5555 810-666-6666 789

Count: 3
```

Figure 16. Panel List

Report Information   The Panel List (Figure 16) provides the following information.

HEADER INFORMATION   Information at the top of the report includes title of the report, date and time the report was requested; county number, county name, jury year and page number.

SYSTEM #	The original juror number assigned at the time the tape from the Department of State is loaded.
NAME	The name of the juror in the format of last name, first name, middle name.
JUROR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
ADDRESS	The address of the juror.
CITY	The city where the juror resides.
ZIP	The zip code of the area where the juror resides.
HOME TELEPHONE	The home telephone number of the juror.
WORK TELEPHONE/EXT	The work telephone number and extension of the juror.
PRV ASN	Indicates if the juror was previously assigned to the requested panel.

HOW TO SELECT JURORS FOR PANEL

Use the following steps to select jurors for a panel:

1.   Take Option 10. Juror Selection Menu from the JIS Jury System menu.

2.   Take Option 4. Select Jurors for Panel from the Juror Selection Menu.

3.   The Select Jurors for Panel prompt screen will display. Enter information in the following fields:

     A.   Year: the default year as entered in the user's setting, however, a different year can be typed in this field.

     B.   Court: type the court, court number, court location (C 76 1) to which selected jurors have been assigned. **[F4]** can be used in this field to prompt for valid court ID's and terms.

     C.   Term: type the term ID for which the panels will be created. **[F4]** can be used in this field to prompt for valid terms.

D.   Panel: type the panel ID to which the selected jurors will be assigned. **[F4]** can be used in this field to prompt for valid panels.   Also, if multiple panels are desired, enter 1 next to each panel to be selected. If the panel is not yet defined, it can be created here, using the following steps:

1)   When **[F4]** is pressed from this field the Work With Panel screen will display.

2)   Enter the Court ID and term for the panel that is being defined and press **[F6]**. The Edit Panel screen will display. Enter the panel ID and description in the fields on this screen and press **[ENTER]**, the new panel will be created.

E.   Number of Jurors: type the number of jurors to assign to the panel.

F.   List (1-4): type the number of panel lists that need to be printed. Type **A** to print the list in alphabetic order by juror name. Type **N** to print the list in numeric order by system number. Type **B** to print two lists, one in alphabetic order and the other in numeric order.

4.   Press **[ENTER]** and the jurors will be selected for the defined panel. The juror records will be updated with the panel ID they have been assigned to, and the number of lists that were requested will print.

SUMMONS MAILING

Overview

The Summons Mailing option is used to create labels, letters, and/or lists of jurors summoned to appear in court. At the time this option is selected the juror status is updated to "SUM" for summoned.

Accessing the Screen   To access the Summons Mailing Screen (Figure 17) type **4** in the Selection or command line and press **[ENTER]**.

```
 JYD7PVK    ENTER                                              3/18/04 16:03:32
                                      Summons Mailing

 County: 76  Sanilac County

                             Juror Year: 2004/05
                                  Court: _ ___ __
                                   Term: ____
                                  Panel: __

                            Trial Date: _____ (optional)

           Continuous Labels (1-4): __ Sequence (A/N/B): __   Barcodes: N
               Laser Labels (1-4): _  Sequence (A/N/B): __  Barcodes: Y Label #: __
                        List (1-4): __ Sequence (A/N/B): __   Spacing (1-3): __
                            Letter: ___  Sequence (A/N): __   Letter Date: 9/26/2003


 Event Comment:
 _____


  F3=Exit    F4=Prompt
```

Figure 17. Summons Mailing Screen

Field Definitions   To create labels, lists and/or letters to be used for the summons process type information in the following fields:

JUROR YEAR   Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.

COURT   Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, D-67-2).

+TERM	Type the term from which jurors will be selected. **[F4]** can be used in this field to select a previously defined term.
+PANEL	Type the panel from which jurors will be selected. **[F4]** can be used in this field to select a previously defined panel. To summons multiple panels at one time, press **[F4]** to prompt and enter **1** next to each panel to be selected. Press **ENTER**. The panel id of the first panel selected will display in the panel field with the total number of panels selected to the right of the field.
TRIAL DATE	Type the date of the trial. If a date is entered, it will be compared to the excused dates of jurors in the requested panel. If a juror is excused for the specified trial date, the juror will not be included in the mailing.
CONTINUOUS LABELS(1-4)	Type a number from one to four in this field to indicate the number of copies of continuous labels required. Leave blank if labels are not needed or if using a laser printer.
SEQUENCE (A/N/B)	Type **A** to print labels in alphabetic order. Type **N** to print labels in numeric order. Type **B** to print two sets of labels, one alphabetic the other numeric.
BARCODES	Enter **Y** to print system number with bar codes or **N** to print system number without bar codes. This field defaults to **Y** if the user's printer is set up for bar code printing.
LASER LABELS	Type a number from one to four in this field to indicate the number of copies of laser labels required. Leave blank if labels are not needed or if not using a laser printer.
SEQUENCE (A/N/B)	Type **A** to print labels in alphabetic order. Type **N** to print labels in numeric order. Type **B** to print two sets of labels, one alphabetic the other numeric.
BARCODES	Enter **Y** to print system number with bar codes or **N** to print system number without bar codes. This field defaults to **Y** if the user's printer is set up for bar code printing.
LABEL #	When using a partial sheet of laser labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, then top to bottom.
LIST(1-4)	Type a number from one to four in this field to indicate the number of copies of the list required. Leave blank if list is not needed.

SEQUENCE (A/N/B) Type **A** to print the report in alphabetic order. Type **N** to print the report in numeric order. Type **B** to print two reports, one alphabetic the other numeric.

SPACING Type a number from one to three in this field to indicate the desired amount of lines between names.

+LETTER Type the letter designation code for the letter to be sent to jurors. **[F4]** can be used in this field to select a previously defined letter code.

SEQUENCE (A/N) Type **A** to print letters in alphabetic order. Type **N** to print letters in numeric order.

LETTER DATE Type desired date to be printed on letter. Otherwise, the system will default to current date. A date is required when a letter is requested.

EVENT COMMENT Any comment entered will appear on the SUM event created for each juror during the summons process.

When the information has been entered in the required fields, press **[ENTER]**. A "CONFIRM: Y(Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again to submit the request.

<u>Label Information</u> The following fields are contained in the labels:

Juror Number
Name of the Juror
Address of Juror
City, State, Zip Code of Juror

```
JYFFPFK                                                          7/11/04    13:24:24
TONI                                                                                1

                                   SUMMONS LIST-NUMBER
 County: 76     Year: 2004/05    Court: C 12 1     TERM: FALL     Panel: A    Date: 08/01/04

System#   Name          Jur#  Address      City      Zip      Home         Work        Ext   Prv
                                                              Telephone    Telephone         Asn
   17 JONES,JOHN           1  4211 PECK RD ANYTOWN  88888   810-111-1111 810-222-2222 123
   39 DOE,JOHN             2  123 MAIN ST  ANYTOWN  88888   810-333-1111 810-444-4444 456
   50 SMITH,DAN            3  456 OAK ST   ANYTOWN  88888   810-555-5555 810-666-6666 789

Count: 3

End of Report
```

Figure 18. Summons List

Report Information	The Summons List (Figure 18) provides the following information:
HEADER INFORMATION	Information at the top of the report includes title of the report, date and time the report was requested and page number; county number, jury year, court, term, panel, and date of trial.
SYSTEM #	The original juror number assigned at the time the tape from the Department of State is loaded.
NAME	The name of the juror in the format of last name, first name, middle name.
JUROR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
ADDRESS	The address of the juror.
CITY	The city where the juror resides.
ZIP	The zip code of the area where the juror resides.
HOME TELEPHONE	The home telephone number of the juror.
WORK TELEPHONE/EXT	The work telephone number and extension of the juror.
PRV ASN	Indicates if the juror was previously assigned to the requested panel.
Letter Information	The content of the letter is determined at the time the letter is created. A letter can be created by accessing the Maintenance Menu and selecting option 5 for letters.

HOW TO SUMMON JURORS TO APPEAR

Use the following steps to summon jurors to appear:

1.   Take Option 10. Juror Selection menu from the JIS Jury System menu.

2.   Take Option 4. Summons Mailing from the Juror Selection menu.

3.   The Summons Mailing prompt screen will display. Enter information in the following fields:

A.   Juror Year: the default year as entered in the user's setting, however, a different year can be typed in this field.

B.   Court: type the court, court number, court location (C 24 1) to which the juror will be summoned to. **[F4]** can be used in this field to prompt for valid court ID's and terms.

C.   Term: type the term ID for the jurors that will be summoned. **[F4]** can be used in this field to prompt for valid terms.

D.   Panel: type the panel ID for the jurors that will be summoned. **[F4]** can be used in this field to prompt for valid panels.

E.   *Labels (1-4): type the number of sets of labels that will be printed. Indicate the desired sequence by typing an **A** to print the labels in alphabetic order by juror name, **N** for numeric order by system number or **B** to print labels in both sequence, one in alphabetic and one in numeric.

F.   *List (1-4): type the number of lists that will be printed. Indicate the desired sequence by typing an **A** to print the labels in alphabetic order by juror name, **N** for numeric order by system number or **B** to print labels in both sequence, one in alphabetic and one in numeric.

G.   *Letter: type the letter designation code to be printed.

4.   Press **[ENTER]** and the labels, lists, and/or letters will be printed for the jurors summoned to appear.

*Select one or all of these options.

UPDATE SERVICE/SEAT ASSIGNMENT

Overview

The Update Service/Seat Assignment option is used to assign jurors to a seat on the jury. This option can also be used to indicate that a juror has completed service. At the time this option is selected the juror records are updated with a service date.

NOTE: Service is when a juror is paid. Normally, service will be updated during the voucher process instead of the above process.

Accessing the Screen   To access the Select Jurors for Case screen (Figure 19) type **6** in the Selection or command line of the Juror Selection Menu and

```
 JYGEPVK    ENTER                                            3/19/04  8:13:55
                                   Update Service/Seat

 County: 76  Sanilac County


                      Juror Year: 2004/05
                           Court: _ ___ __
                            Term: _____
                           Panel: __

                            Case: _____
                      Trial Date: _____







    F3=Exit   F4=Prompt

```

Figure 19. Select Jurors for Case Screen

press **[ENTER]**.

Field Definitions   To update a jurors service date and/or assign a juror to a seat on a jury, type information in the following fields:

JUROR YEAR   Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.

COURT   Type the court designation (C=Circuit, D=District, P=Probate). This
             labeled field is followed by two unlabeled fields. The first unlabeled
             field is COURT NUMBER (circuit number, district number, probate
             number). The second unlabeled field is the location number the
             juror is assigned to (D-67-1, D-67-2).

+TERM   Type the term from which jurors will be selected. **[F4]** can be used
             in this field to select a previously defined term.

+PANEL   Type the panel from which jurors will be selected or leave blank to
             display all jurors for the requested term. **[F4]** can be used in this field
             to select a previously defined panel.

+CASE   Type the case number to which the juror has been assigned. **[F4]**
             can be used in this field to select a previously defined case.

TRIAL DATE   Type the date of the last day of trial.

When the information has been entered in the required fields press **[ENTER]** and the Update Service/Seat
Assignment screen (Figure 20) will display.

```
 JYGHDFK        DISPLAY                                                    2/25/04
                                                                          11:58:15
                                     Update Service/Seat

 County: 76    Year: 2004/05   Court: C 24 1     Term: WINT    Juror#: _____
               Case: 04-2323-NI        JONES VS JOHNSON
          Trial Date: 2/25/2004

 Type options, press Enter
 1=Update Service Only    2=Update Service/Seat

   Jur#    Pnl   Seat    Name                                    System#    Date
                                                                           Lst Srvd
 _  1      A             JONES,DANIEL,A                            12      2/24/04
 _  2      A             JONES,EMIL,JOHN                            4
 _  3      A             JONES,JOHN                                16      2/24/04
 _  4      A             DOE,JANE                                   7
 _  5      A             SMITH,JOHN,J                              13      2/24/04
 _  6      A             SMITH,JODY                                17
 _  7      A             DOE,AMY,JANE                               5
 _  8      A             SMITH,MARY,SUE                             9
 _  9      A             JONES,KATHY                               10      2/24/04

 F3=Exit
```

Figure 20. Update Service/Seat Assignment Screen

Field Definitions

COUNTY (Header)	The county in which the juror resides.
YEAR (Header)	The requested jury year for selecting jurors.
COURT (Header)	The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, D-67-2).
TERM (Header)	The assigned term of the jurors.
JUROR# (Header)	This is a positioner field. Enter the juror # of the juror to be displayed on the first detail line of the screen.
CASE (Header)	The case number to be assigned to the selected jurors.
TRIAL DATE	The last date of the trial to be used to update selected jurors service date.
JUR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
PNL	The assigned panel of the jurors. If the panel field on the Select Jurors for Case Screen was left blank, all of the panels for the requested term would be displayed.
SEAT	The seat number assigned to the juror or blank if there is not a seat assignment.
NAME	The name of the juror in the format of last name, first name, middle name.
SYSTEM#	The original juror number assigned at the time the tape from the Department of State is loaded.
DATE LST SRVD	The most current date of service for the juror.

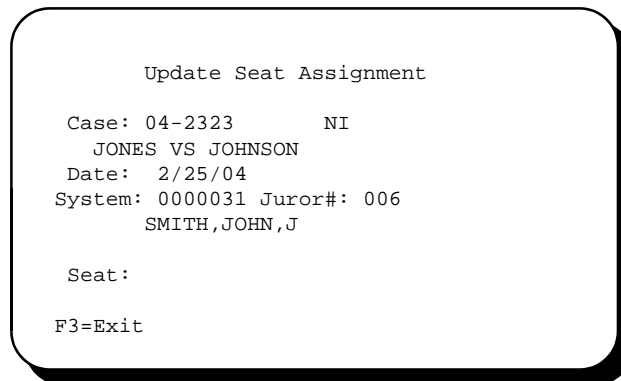To Update the Service Date
of a Juror   Type **1** in the option column of the juror record that needs to have an updated service date and press **[ENTER]**.

The date that was entered on the Select Jurors for Case screen will be the service date of the juror unless the new date is less than the existing service date.

NOTE: The system will not select a juror for a term if the person has served within the past 12 months.

To Update the Service Date
 and Assign a Seat Number
 to a Juror

Type **2** in the option column of the juror record that needs to have an updated service date and seat assignment and press **[ENTER]**. The Update Seat Assignment window will display (Figure 21). Type the seat number assigned to the juror and press **[ENTER]**. The juror record will be updated with a service date which will be the date that was entered on the Select Jurors for Case screen and the seat number that was entered on the window.

```
              Update Seat Assignment

   Case: 04-2323        NI
     JONES VS JOHNSON
   Date:  2/25/04
 System: 0000031 Juror#: 006
         SMITH,JOHN,J

   Seat:

 F3=Exit
```

Figure 21. Update Seat Assignment Window

HOW TO UPDATE SERVICE/SEAT ASSIGNMENT

Use the following steps to update the service code and/or seat assignment of a juror:

1.   Take Option 10. Juror Selection Menu from the JIS Jury System menu.

2.   Take Option 6. Update Service/Seat from the Juror Selection Menu.

3.   The Update Service/Seat prompt screen will display. Enter information in the following fields:

    A.   Court: the default court as entered in the user's settings, this can be overridden if the user has multi-county access. **[F4]** can be used in this field to prompt for a valid court and term.

B.   Term: type the term ID for the court to which the jurors have been assigned. **[F4]** can be used in this field to prompt for a valid court and term.

C.   Panel: type the panel ID for the court and term to which the jurors have been assigned. **[F4]** can be used in this field to prompt for a valid court, term, and panel. THIS IS NOT A REQUIRED FIELD.

D.   Case: type the case number for the court, term, and panel to which the jurors will be assigned or for which service will be defined. **[F4]** can be used in this field to prompt for a valid case ID.

E.   Trial Date: type the date of the trial for the case.

4.   Press **[ENTER]** and the Update Service/Seat screen will display.

5.   Type **1** in the option field for the jurors that will have their service date updated. Once all of the records have been selected press **[ENTER]**. (For courts that consider on-call or stand-by service).

6.   Type **2** in the option field for the jurors that will be seated on the jury and press the enter key. An Update Seat Assignment window will display, type the seat number and press **[ENTER]**, the jurors record will be updated with both a seat number and a service date.

ROLL CALL FOR PANEL

Overview

The Roll Call for Panel option is used to create a list of jurors for one or many panels that can be used as a tool to determine attendance of jurors. This list can be used to validate and/or update the round trip mileage of the jurors. It can also be used as a sign-in sheet.

Accessing the Screen   To access the Roll Call for Panel screen (Figure 31) type **1** in the Selection or command line and press **[ENTER]**.

```
 JYGAPVK     ENTER                                    2/27/04 15:44:12
                            Roll Call for Panel

 County: 76  Sanilac County


                        Juror Year:  2004/05
                             Court:  _ ___ __
                              Term:  _____
                             Panel:  __

                              Case:  _____  (optional)
                        Trial Date:  _____  (optional)

                       Select Jurors:  N
                          List (1-4):  1     Sequence (A/N/B): A
                                             Spacing (1-3): 1

              Print:   Mileage (Y/N):  Y
                       Address (Y/N):  _
                     Telephone (Y/N):  _
                     Empl/Occup (Y/N): _

 F3=Exit    F4=Prompt
```

Figure 31. Roll Call for Panel Screen

Field Definitions   The Roll Call for Panel is generated by typing information in the following fields:

JUROR YEAR   Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.

COURT   Type the court designation (C=Court, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate

number). The second unlabeled field is location number (D-67-<u>1</u>, D-67-<u>2</u>).

+TERM   Type the assigned term of the jurors.

+PANEL   Type the assigned panel of the jurors. If requesting a list for multiple panels, press **F4** to prompt on this field. The Work With Panels screen will appear. Enter **1** next to each desired panel and press **ENTER**. The Roll Call for Panel screen will appear again with the first panel requested in the Panel field and the number of panels selected to the right of this field.

+CASE   Type the case number to which the prospective jurors may be assigned. This field is optional.

TRIAL DATE   Type the date of the trial. This field is optional, however, must be entered for the system to determine if jurors are excused.

SELECT JURORS   Type Y in this field when requesting option 1 to be entered on all jurors on the Juror Selection for Roll Call. The 1 can be removed if juror is not to be printed on the Roll Call list; example, juror is excused.

NOTE: If N is selected in this field, the Juror Selection for Roll Call screen will not display. The Roll Call list will automatically print and NOT include the excused jurors.

LIST (1-4)   Type a number from one through four in this field to indicate how many copies of the list are required.

SEQUENCE   Type **A** if requesting the Roll Call list in Name order, **N** in juror # order, or **B** for both.

SPACING (1-3)   Type a number from one through three to indicate how many spaces are to be between lines on the list.

PRINT MILEAGE (Y/N)   This field will default to "Y" and print the mileage on the Roll Call list. This is information that should NOT be given to attorneys.

ADDRESS (Y/N)   Type **Y** in this field if address is to print on the report. This is for court use only to verify address. Address information should NOT be given to attorneys. Type **N** if the address is not to print on the report.

TELEPHONE   Type **Y** in this field if telephone is to print on the list. This is for court use only to verify telephone number. Telephone information should

NOT be given to attorneys. Type **N** if the telephone is not to print on the report.

EMPL/OCCUP   Type **Y** in this field if the employer or occupation is to print on the list. Type **N** if this information is not to print on the report. This field MUST be entered on the Edit Juror screen to be available to print.

When the information has been entered in the required fields, press **[ENTER]**. A "CONFIRM Y(Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

```
JYGDPFK                    Roll Call for Panel            03/02/04  13:26:01
TONI
Co: 76 Year:2004/05   Court: C 24  1  Term: SPRG  Trial Date: _____
       Case: _____ _____
       Jur# Pnl  Exc   NameJuror#                        System#     Round
                                                                     Trip
  [___]   1  A   MED   SMITH,EMIL,JOHN                       4        ___

  [___]   2  A         SMITH,JOHN,IVAN                      20        ___

  [___]   3  A         SMITH,ELAINE,ELLEN                   18        ___

  [___]   4  A         SMITH,LAWRENCE,PAUL                  23        ___

  [___]   5  A         JONES,ANGELA,JANE                    13        ___

  [___]   6  A         JONES,HOWARD,WILLIAM                 31        ___

  [___]   7  A         DOE,HARRY,FRANCIS                     7        ___

  [___]   8  A         SMITH,JUDITH,ANN                     34        ___

  [___]   9  A         JONES,KATHIE,SUE                     14        ___

  [___]  10  A         DOE,CLARENCE,                        15        ___
```

Figure 32. Roll Call for Panel

Report Information   The Roll Call for Panel (Figure 32) provides the following
                                    information:

HEADER INFORMATION   Information at the top of the report includes title of the report, date
                                    and time the report was requested, county number, county name,
                                    jury year and page number.

JUROR#   The sequential number assigned to the juror at the time the juror is
                                    selected for a panel.

PNL   The assigned panel of the juror.

EXC   The excuse code if a juror has been excused for the time of the trial.
                                    The trial date on the Roll Call for Panel request screen must be
                                    entered for the system to determine if a juror is excused on that
                                    date.

NAME   The name of the juror in the format of last name, first name, middle
                                    name.

SYSTEM#   The sequential number assigned to the juror at the time the tape is requested from the Department of State's Office.

ROUND TRIP   The round trip mileage of the juror. The mileage only prints if it is entered into the system for the juror. Otherwise, the mileage may be hand written at roll call.

HOW TO CREATE A ROLL CALL LIST

Use the following steps to create a roll call list:

1.   Take Option 20. Reports from the JIS Jury System menu.

2.   Take Option 1. Roll Call For Panel from the Reports menu.

3.   The Roll Call For Panel prompt screen will display. Enter information in the following fields.

   A.   Year: the default year as entered in the user's setting.

   B.   Court: type the court, court number, court location (C 24 1) of the panel to be selected. **[F4]** can be used in this field to prompt for valid court ID's and terms.

   C.   Term: type the term of the panel to be selected. **[F4]** can be used in this field to prompt for valid terms.

   D.   Panel: type the panel that the list will be printed for. **[F4]** can be used in this field to prompt for valid panels and/or Select multiple panels by entering **1** next to each desired panel and pressing **ENTER**. The panel designation of the first panel selected will appear in the Panel field. The total number of panels selected to print on one list will appear to the right of this field.

   E.   Case: type the case number that the roll call list will be requested for. **[F4]** can be used in this field to prompt for valid cases.

   F.   Trial date: type the date of the trial the roll call list will be used for.

   G.   List(1-4): type the number of lists to be printed.

H. Select the information to print on the roll call: Mileage, Address, Telephone, and Employee/Occupation. NOTE: When printing for attendance, the mileage, address, and telephone number may be chosen to print. When printing for attorneys, DO NOT print sensitive juror information.

4. Press **[ENTER]** to print the list.

- OR -

5. Take Option 2. Roll Call For Jury from the Report Menu.

6. The Roll Call For Jury screen will display. Enter information in the following fields:

A) Court: Type the court, court number, court location (C 24 1) to which selected jurors will be assigned. **[F4]** can be used in this field to prompt for valid court id's and terms.

B) Case: Type the case number that the Roll Call List will be requested for. **[F4]** can be used in this field to prompt for valid case numbers.

C) Trial Date: type the date of the trial the Roll Call List will be used for.

D) List(1-4): type the number of lists to be printed.

WORK WITH TERMS

Overview

The Work With Terms option is used to create, maintain, modify, display or delete terms for the year. Terms MUST be defined before jurors can be selected for the term.

Accessing the Screen   To access the Work With Terms screen (Figure 22) type **10** in the

```
 JYCVDFK    DISPLAY                                    3/19/04  9:41:32
                              Work With Terms



 County: 76 Year: _____   Court: __ ___ __

 1=Select   2=Change   4=Delete   5=Display

      Crt         Term      Begin        End
                    ID      Date        Date

 _   C 24  1    DEC      12/01/04   12/31/04
 _   C 24  1    NOV      11/01/04   11/30/04
 _   C 24  1    OCT      10/01/04   10/31/04






 F3=Exit   F4=Prompt   F6=Create    F13=Mass Copy   F21=Print
```

Figure 22. Work With Terms Screen

Selection or command line and press **[ENTER]**.
Field Definitions

COUNTY (Header)   The county number of the user accessing this screen.

COURT (Header)   Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, D-67-2).

COURT   The court designations, court numbers and location numbers for the county.

TERM ID   The term designation codes.

BEGIN DATE   The dates the term will begin.

END DATE   The dates the term will end.

To Add a Term   To access the Edit Term screen (Figure 23) enter the court, court number and location number in the COURT fields on the Work With Terms screen and press **[F6]**.

```
JYFKE1K    ADD                                        3/19/04  9:56:11
                                  Edit Term


    County: 76
     Court: C 12  1
      Term: _____

Begin Date: _____

  End Date: _____







F3=Exit
```

Figure 23. Edit Term Screen

Field Definitions

COUNTY   The county number of the user accessing this screen.

COURT   The court, court number and location of the term being created, as entered on the Work With Term screen.

TERM   Type the three character term designation code to be created.

BEGIN DATE   Type the date the term will begin. The format is month, day, and complete year (01012000).

END DATE   Type the date the term will end. This format is month, day and complete year (01312000).

When the above described fields have been completed press **[ENTER]** and the record will be added to the database.

To print a list of defined
terms and panels   Press **F21** to print a list of defined terms and panels. A window will display. Enter the court, term, and panel information desired to print on the list.

To Update a Term   To access the Edit Term (Change) screen enter **2** in the option field of the record to be updated and press **[ENTER]**. There are only two fields on this screen that can be changed, they are the Begin Date and End Date fields. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete a Term   To access the Delete Term screen enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Term screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

To Display a Term   To access the Display Term screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

To Copy a Term or Terms   In order to copy the defined terms/panels from one jury year to the next, press **F13** from the Work With Terms screen. Terms and panels can be copied for one court location or all court locations. Press **[ENTER]** twice to confirm mass copy. NOTE: If many terms and panels are used within a jury year, this option can save time by copying terms/panels instead of creating each term and panel individually.

WORK WITH PANELS

Overview

The Work with Panels option is used to create, modify, display or delete panels for terms.

Accessing the Screen   To access the Work With Panels screen (Figure 24) type **11** in the
                              Selection or command line of the Juror Selection Menu and press
                              [ENTER].

```
 JYC1DFK    DISPLAY                                          3/19/04 10:07:59
                               Work With Panels
 County: 76 Year:2004/05    Court: __ ___ __Term: ____   Panel: __

 Type option, press Enter.
 1=Select   2=Change   4=Delete   5=Display

      Crt     Term  Panel  Description
 _   C 12  1  OCT    A     C121 OCTOBER PANEL A
 _   C 24  1  OCT    A     OCTOBER PANEL A
 _   C 24  1  OCT    B     OCTOBER PANEL B
 _   C 24  1  OCT    C     OCTOBER PANEL C
 _   C 24  1  NOV    A     NOVEMBER PANEL A
 _   C 24  1  NOV    B     NOVEMBER PANEL B
 _   C 24  1  NOV    C     NOVEMBER PANEL C





 F3=Exit   F6=Create   F21=Print List
```

Figure 24. Work With Panels Screen

Field Definitions

COUNTY (Header)   The county number of the user accessing this screen.

YEAR   This field is a "positioner" field. Type the year to be displayed on the
                   first detail line of the screen.

COURT (Header)   The court designation (C=Circuit, D=District, P=Probate). This
                   unlabeled field is followed by two unlabeled fields. The first
                   unlabeled field is COURT NUMBER (circuit number, district number,
                   probate number). The second unlabeled field is location number (D-
                   67-1, D-67-2).

TERM (Header)   This field is a "positioner" field. Type the term designation code to
                         be displayed on the first detail line of the screen.

PANEL(Header)   This field is a "positioner" field. Type the panel designation code to
                         be displayed on the first detail line of the screen.

To Add a Panel   To access the Edit Panel details screen (Figure 25), enter the court,
                         court number, location number, and term in the fields located at the
                         top of the Work with Panel screen. Press **[F6]** key and the Edit
                         Panel Details screen will display.

```
JYC4E1K    ADD                                       3/19/04 10:13:54
                              Edit Panel Details

             County:   76
          Jury Year:   2004/05
              Court:   C 12  1
               Term:   FALL

            Panel ID:  B
   Panel Description:   PANEL B




 F3=Exit
```

Figure 25. Edit Panel Details Screen

Field Definitions

        COUNTY   The county number of the user accessing this screen.

          YEAR   Jury year as defined in the Work With Panel screen.

         COURT   The court, court number, and location of the panel being created, as
                  entered on the Work With Panel screen.

          TERM   The term the panel is being created for.

      PANEL ID   Type the two character panel designation code to be created.

      PANEL DESCRIPTION   Type the description (name) of the panel to be created. Example: A.

When the above described fields have been completed, press **[ENTER]** and the record will be added to the database.

To print a list of defined
terms and panels   Press **F21** to print a list of defined terms and panels. A window will display. Enter the court, term, and panel information desired to print on the list.

To Update a Panel   To access the Edit panel Details (Change) screen enter **2** in the option field of the record to be updated and press **[ENTER]**.

To Delete a Panel   To access the Delete Panel screen enter **4** in the option field of the record to be deleted. The field definitions are the same as the Edit Panel screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

To Display a Panel   To access the Display Panel screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

WORK WITH CASES

<u>Overview</u>

The Work With Cases option is used to create, modify, display or delete cases.

<u>Accessing the Screen</u>   To access the Work With Cases screen (Figure 26) type **12** in the
                                Selection or command line of the Juror Selection Menu and press
                                [ENTER].

```
JYCLDFK    DISPLAY                                      3/19/04 10:22:4

 County: 76  Court:          Case:

Type options, press Enter.
1=Select    2=Change   4=Delete    5=Display
     Crt     Case          Type  Title
  C 24  1   03-2323         NI    JONES VS JOHNSON
  C 24  1   04-34252        FH    PEOPLE VS ADAMS
  C 24  1   04-49321        FH    PEOPLE VS SMITH
  C 24  1   04-49322        FH    PEOPLE VS SAMPSON




F3=Exit   F6=Create
```

Figure 26. Work With Cases

<u>Field Definitions</u>

COUNTY (Header)	The county number of the user accessing this screen.
COURT (Header)	The court designation (C=Circuit, D=District, P=Probate). This unlabeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-<u>1</u>, D-67-<u>2</u>).
CASE(Header)	This field is a "positioner" field. Type the case number to be displayed on the first detail line of the screen.

CRT The court designation, court number and location number for the county.

CASE The case number for the court locations.

TYPE The case type.

TITLE The title of the case. Example: People vs Jones, Jones vs Smith.

To Add a Case   To access the Edit Case (Add) screen (Figure 27) enter the court, court number, and location number in the COURT FIELD on the Work With Cases screen and press **[F6]**.

```
JYCOE1K    ADD                                          3/19/04 10:28:23
                               Edit Case

      County: 76
       Court: C 24  1
Case Number: _____ __

        Title: _____
        Judge: _____

Disposition: ____







F3=Exit
```

Figure 27. Edit Case Screen

Field Definitions

COUNTY The county number of the user accessing this screen.

COURT The court, court number and location of the term being created, as entered on the Work With Cases screen.

CRT The court designation, court number and location number for the county.

CASE | The case number for the court. The case may be a specific case number or very general such as "Circuit", "District", "Selection", etc.

TYPE | The case type.

TITLE | The title of the case.

JUDGE | The P-number for the judge of the case.

DISPOSITION | The disposition code for the case.

When the above described fields have been completed press **[ENTER]** and the record will be added to the database.

To Update a Case | To access the Edit Case (Change) screen enter **2** in the option field of the record to be updated and press **[ENTER]**.

To Delete a Case | To access the Delete Case screen enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Case screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

To Display a Case | To access the Display Cases screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

HOW TO DEFINE A CASE

Use the following steps to define a case:

1. Take Option 10. Juror Selection Menu from the JIS Jury System menu.

2. Take Option 12. Work with Cases from the Juror Selection Menu.

3. The Work with Cases screen will display. To CREATE (define) a case, be sure the information in the County and Court fields at the top of this screen are correct and press **[F6]**. The Edit Case screen will display. Enter information in the following fields:

   A) Case Number: type the case number.

   B) Title: type the case entitlement.

   C) Judge: type the P-number of the judge of record.

4.   To MODIFY case information from the Work with Cases screen type **2** in the option field next to the record to be changed and press **[ENTER]**. The Edit Case screen will display.

  A)   Type the correct information in the necessary fields and press **[ENTER]**.

5.   To DELETE case information from the Work with Cases screen type **4** in the option field next to the record to be deleted and press **[ENTER]**. The Delete case screen will display.

  A)   Press **[F11]** to delete the record.

WORK WITH YEARS

Overview

The Work with Years option is used to define the jury year. A jury year must be defined in order to add jurors to the system.

Accessing the Screen   To access the Work With Years screen, type **13** in the Selection or command line of the Juror Selection Menu and press **[ENTER]**.

```
 JYJNDFK    DISPLAY                                      4/01/04 13:52:29


                             Work with Years
 County: 76  Year: _____

 Type options, press Enter.
 1=Select   2=Change   4=Delete   5=Display

 Opt   Year        Begin       End         Number        Number
                   Date        Date        of Jurors     Selected
 __    2004/05     10/01/04    9/30/05      48,732        3,500
 __    2003/04     10/01/03    9/30/04      48,197        3,500











 F3=Exit    F6=Create
```

Work with Years Screen

Field Definitions

COUNTY (Header)   The county number of the user accessing this screen.

YEAR (Header)   This field is a "positioner" field. Type the year to be displayed on the first detail line of the screen.

To Add a Year   To access the Edit Year details screen, press **[F6]**.

```
 JYJOE1K    ADD                                           4/01/04 14:09:19
                               Edit Year

County: 76  Sanilac County

      Year: _____
Begin Date: _____
  End Date: _____

Number of Jurors:        0

       Selected:         0










 F3=Exit
```

Edit Year Screen

Field Definitions

YEAR   Type the jury year to be created. If the jury year spans 2 calendar years, we recommend naming the jury year which will be understandable. (IE: 2004/05 for the jury year starting in 2004 and ending in 2005.)

BEGIN DATE   Type the date of the beginning of the jury year (Format=MMDDCCYY).

END DATE   Type the date of the end of the jury year (Format=MMDDCCYY).

NUMBER OF JURORS   This total number of names is available on the jury list. This is Maintained by the system when the jury list is loaded.

NUMBER SELECTED   Number of jurors selected from the jury list, which is updated by

the system during the jury list selection process.

```
 JYJOE1K    CHANGE                                        4/01/04 14:20:38
                              Edit Year

 County: 76  Sanilac County

      Year: 2004/05
 Begin Date: 10/01/2004
   End Date:  9/30/2005

 Number of Jurors:      48,732

         Selected:       3,500








 F3=Exit
```

Edit Year Screen

SYSTEM FUNCTIONS

Overview

The System Functions option is used to check on the progress of jobs that have been requested.

Accessing the Screen   To access the System Functions screen (Figure 28) type **80** in the
Selection or command line of any Jury Menu and press **[ENTER]**.

```
SYSTEM                    System Functions
Level . :   3
                                                    System:    OSMLANS
Select one of the following:

                    1. Work with printer output
                    2. Work with submitted jobs

                    3. Work with 8X11 output queue
                    4. Work with *STD output queue
                    5. Work with Forms output queue


                   10. Override Output Queue



                   90. Sign Off

                                                                 Bottom
Selection or command
===>_____
_____
 F3=Major menu  F6=Msg  F8=Rev retrieve  F9=Retrieve  F10=Cmd entry  F24=More
```

Figure 28. System Functions Screen

To access any of the System Functions Menu options, type the option number on the Selection or command line and press **[ENTER]**.

The Work with printer output option is used to work with all spooled files. The user can check on the printing status of their requests through this option.

The Work with submitted jobs option can be used to check on the progress of the job.

The Work with Output Queue for 8 x 11 outq option can be used to check the progress of jobs printed on 8 ½ x 11 paper.

The Work with Output Queue for *STD outq option can be used to check the progress of jobs printed on 11 x 17 paper, also referred to as the large carriage pin fed or bar paper. Laser printers will print these reports in landscape on 8 ½ X 11 paper.

The Work with Output Queue for Forms outq option can be used to check the progress of jobs printed on forms, such as mailers and voucher forms.

The Override Output Queue option is used to temporarily reroute reports, letters or labels to a printer other than the one described in the User Settings. To access the Override Printer screen (Figure 29) type **10** in the Selection or command line of the System Functions screen and press **[ENTER]**.

NOTE: A printer override is in effect until it is removed or the jury system is exited.

```
 JYEQE1K     CHANGE                                          3/19/04 10:43:27
                                 Override Printer

       User ID: USER
   Description: USER DESCRIPTION


                  Override      Default

   8 x 11 Outq: _____       PRT01
 Standard Outq: PRT04          PRT02
    Label Outq: _____       PRT03
```

Figure 29. Override Printer

Field Definitions

USER ID The name of the user requesting the override of the printer.

DESCRIPTION The job title, full name, or description of the user requesting the override of the printer.

8 x 11 OUTQ Enter the name of the outq that will be temporarily used to send 8 x 11 output requests. The next field contains the name of the default 8 x 11 outq that is defined in the User Settings.

STANDARD OUTQ   Enter the name of the outq that will be temporarily used to send standard report requests. The next field contains the name of the default standard outq that is defined in the User Settings.

LABEL OUTQ   Enter the name of the outq that will be temporarily used to send label requests. The next field contains the name of the default label outq that is defined in the User Settings.

When the necessary information is typed in the above defined fields press **[ENTER]** to complete the override.